

Southend Education Trust

Forward Plan 2010/11

Date	Item
16 th September 2010 Board of Trustees Meeting	Risk Assessment
	Approve Monitoring Plan
	Review governance arrangements and terms of reference for committees
	Review board & CEO performance management and remuneration policies
	Agree agenda for AGM
	Review board membership
	Agree draft trustee annual reports
	Ratify policies and decisions agreed by committees
13 th October 2010 Annual General Meeting	Approve annual accounts and annual report
	Appoint auditor
	Appoint and or remove trustees
	Approve strategic and operational plans
16 th November 2010 Board of Trustees Meeting	Quarterly report on operational plan (up to 30 September)
	Quarterly report on finances (up to 30 September)
	Agree CEO performance objectives
	Annual board performance
	Ratify policies and decisions agreed by committees
18 th January 2011 Board of Trustees Meeting	Ensure Charity Commission Annual Return filed by 31 Jan
	Quarterly report on operational plan (up to 31 Dec)
	Quarterly report on finances (up to 31 Dec)
	Ratify policies and decisions agreed by committees
	Review strategic plan
15 th March 2011 Board of Trustees Meeting	Agree evaluation plan for 2010/11
	Ensure annual return to companies house complete
	Agree draft budget for 2011/12
	Agree draft operational plan for 2011/12
	Agree CEO performances objectives
	Ratify policies and decisions agreed by committees
10 th May 2011 Board of Trustees Meeting	Quarterly report on operational plan 2011/12 (to Mar)
	Quarterly report on finances 2011/12 (to Mar)
	Ratify policies and decisions agreed by committees
19 th July 2011 Board of Trustees Meeting	Quarterly report on operational plan 2011/12 (to Jun)
	Quarterly report on finances 2011/12 (to Jun)
	Agree annual evaluation (2011/12)
	Ratify policies and decisions agreed by committees
13 th September 2011 Board of Trustees Meeting	Receive draft annual accounts 2010/11
	Receive draft annual report 2010/11
	Review governance arrangements and terms of reference for Committees
	Agree agenda for AGM
	Review board membership
AGM – 12 th October 2011 Board of Trustees Meeting	Approve annual accounts and annual report
	Appoint auditor
	Appoint and or remove trustees
	Approve strategic and operational plans